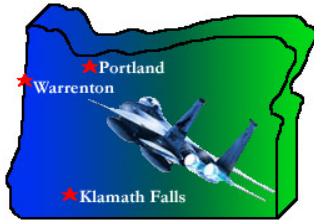


Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

<http://www.orport.ang.af.mil>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF06-509A (Amended)		OPEN DATE: 13 Jan 06	CLOSING DATE: 24 Apr 06
UNIT/LOCATION: 173RD FIGHTER WING, KINGSLEY FIELD, KLAMATH FALLS, OREGON			
POSITION: ADMINISTRATIVE SUPPORT TECHNICIAN			
PD #: 80284	GRADE/SERIES: GS-0303-06	MAX MILITARY RANK AT TIME OF HIRE: MSGT / E-7 PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY: MSGT / E-7 <small>(PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING DOCUMENT)</small>	
AFSC / MINIMUM ASVAB SCORE REQUIRED: 3A0XX / ADMIN = 28 <i>For additional information about ASVAB scores, reference the "Additional Information" section in this announcement.</i>			
WHO MAY APPLY FOR THIS POSITION: THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD. THIS PVA HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO 24 APR 06, INDIVIDUALS WHO SUBMITTED APPLICATIONS UNDER THE ORIGINAL PVA AF05-509 ARE NOT REQUIRED TO SUBMIT NEW APPLICATIONS.			
AREA OF CONSIDERATION: FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD SECOND AREA: ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD			
FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL: UNIT HR LIAISON: TSgt LOVELL, 541-885-6580, DSN 830-6580			

DESCRIPTION OF DUTIES

Its primary purpose is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. As work group administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Explains complex network concepts. Installs and configures application software to run on stand-alone computers or networked systems. Maintains automated configuration control files and registers software. Installs and maintains microcomputers. Performs maintenance, troubleshooting, installation operation, and testing of microcomputer-based systems. Gives briefings to new personnel on computer operations.

Applications must be submitted in accordance with instructions on this announcement.

***** **Please read this announcement completely** *****

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

QUALIFICATIONS REQUIRED of Technicians:

General Experience – Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position.

Specialized Experience for Technicians - Technician applicants must have **9** months of specialized experience in positions that demonstrate the following knowledge, skills, and abilities (KSAs):

1. Knowledge of specialized procedures and technical application of administrative work.
2. Skill in gathering information, compiling data, and preparing reports.
3. Specific knowledge of Air Force regulations for maintaining publications library, file systems, preparing orders, and for preparing correspondence.
4. Skill in communicating both orally and in writing.
5. Knowledge of computer network operations and installation procedures.

In addressing each KSA you should describe accurately and completely the tasks, activities, education, and experience that demonstrate your possession of the KSAs listed above. Also, give the percentage of time or number of months you performed the KSA. Include all military experience (Active duty and Reserve Component), qualifications or training in AFSC or MOS related to the position. Active military and National Guard experience is important when evaluating applications for Excepted Service positions. Be specific as to the AFSC(s) you possess and months experience performing duties in it. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor. A combination of education and experience is authorized as noted in substitution of education for experience. Take your time and prepare a proper application.

Substitution of Education for Specialized Experience: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for 12 months of the required experience in courses directly related to the type of work of the position. **Please specify if you are substituting education for experience and specify the courses you are using as substitution.**

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit she/he is hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in ANGI 10-248, Air National Guard Fitness Program to be eligible for entry into the AGR program.

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

APPLICATION INSTRUCTIONS

***Applications must be submitted in accordance with instructions on this announcement.
Incomplete applications will not be processed.***

Current AGR members and those who wish to become an AGR must submit the following:

- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- ☐ Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In Lieu of a RIP, individuals must provide a detailed summary of military service. (8 ½ x 11 sheet of paper will suffice). *Documents must show your ASVAB scores.*
- ☐ Copy of current physical fitness assessment.

Applicants from out of state and members transferring from another branch of service must also submit the following:

- ☐ SF507, Addendum to Medical History, (CURRENT within 12 months)
- ☐ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ☐ SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

AGR applicants are not required to answer the Knowledge, Skills, and Abilities (KSAs).

For Air Technicians interested in converting to AGR status: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant General's state policy to ensure compliance. The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- ☐ Optional Form 612, Application for Federal Employment, or a detailed Resume or Standard Form 171/172.
- ☐ Technicians must answer the Knowledge, Skills, and Abilities (KSAs) and explain their experience in relation to the KSAs.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

MAIL APPLICATIONS TO:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

***THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS***